Maintenance

AIRCRAFT TRANSFER AND ACCEPTANCE INSPECTION PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Operating Instruction (OI) establishes procedures for transfer and acceptance of 16th Special Operations Wing (16 SOW) aircraft when a gain or loss is to be reported IAW AFI 21-103. This OI applies to maintenance organizations assigned to 16 SOW. 16th Logistics Support Squadron Plans and Scheduling (16 LSS/LGLOP) is responsible for accomplishing all AFI 21-103 actions for acceptance and transfer of aircraft. 16 MXS at Eglin will independently comply with this instruction. This OI is in accordance with AFI 21-103.

SUMMARY OF CHANGES:

1. Transfer Procedures: When an aircraft is transferred from the unit, the following actions will take place:

1.1. Aircraft Maintenance Unit (AMU) Plans and Scheduling (P&S) Section will:

1.1.1. Schedule and conduct a pre-transfer meeting 5 duty days prior to start of transfer inspection. Attendees will include as a minimum; Applicable AMU production superintendent, 16 LSS/LGLOP, 16th Logistics Group Quality Assurance, 16th Equipment Maintenance Squadron production superintendent, 16th EMS/LGMMS, and 16th Component Repair Squadron production superintendent. Transfer requirements will be coordinated and distributed to applicable sections at this meeting.

1.1.2. Develop checklists ensuring all required documents are received prior to aircraft departure.

1.1.3. Conduct an inventory of aircraft jacket file ensuring required documents are complete and in order, upon completion, bring jacket file to 16 LSS/LGLOP for final verification.

1.1.4. Perform a comprehensive document review prior to departure.

1.1.5. Identify and/or schedule pre-transfer requirements to include alternate mission support equipment (-21) inventory, Weight and Balance transfer inventory, outstanding TCTOs, and Special Inspections.

1.1.6. Ensure AFTO Form 103, Aircraft/Missile Condition Data, has been forwarded to 16 LSS/LGLOP NLT 65 days prior to PDM/CFT input.

1.1.7. Coordinate with 16 OSS/DOO on delivery date, fuel load, and aircraft configuration.

1.1.8. Provide 16 LSS/LGLOP local date, time of engine shutdown at final destination and total airframe hours (when home station or neutral aircrew delivers aircraft). If gaining organization aircrew picks up aircraft, provide 16 LSS/LGLOP with local date, time of takeoff, and total airframe hours (prior to takeoff). Airframe hours are obtained from AFTO Form 781J.

1.1.9. Ensure aircrew receives and signs for inventoried aircraft jacket file prior to aircraft departure.

1.1.10. Annotate aircraft AFTO Form 95 with aircraft departure date and aircraft hours at departure.

1.1.11. Maintain copies of all aircraft AFTO Form 95's for aircraft departing for extensive depot maintenance repair, programmed depot maintenance and Contract Field Team Maintenance.

1.2. Aircraft Maintenance Control Center (AMCC) will:

1.2.1. Monitor status of aircraft transfer preparation. Notify appropriate units when inventories can be conducted.

1.2.2. Notify 16 LSS/LGLOP of start and stop date and time of aircraft transfer inspection for AFI 21-103 reporting.

1.3. Production Superintendent and Maintenance Officer will:

1.3.1. Schedule/perform tear down of MH-53J, if required.

1.3.2. Record accomplishment of all directives IAW T.O. 00-25-1, Paragraph 5-2. Utilizing an AFTO Form 345. The production supervisor will sign the "accomplished by" block and the maintenance officer or designated representative will sign the "inspected by" block, ensuring all requirements have been met and configuration is complete.

1.4. 16 EMS/LGMM will:

1.4.1. Forward completed copy of an AF Form 2692 to the appropriate squadron plans and scheduling section prior to aircraft's departure.

1.5. 16 LG/LGQ will:

1.5.1. Perform a weight and balance transfer inventory and update the weight and balance historical records as required.

1.5.2. Forward the primary Weight and Balance records and an updated computer disk to the appropriate squadron plans and scheduling section prior to aircraft's departure.

1.5.3. Maintain aircraft historical Weight and Balance documents. If the transfer is permanent, forward historical records with weight and balance information to the squadron plans and scheduling section.

2. Acceptance Procedures:

2.1. Aircraft Maintenance Unit (AMU) Plans and Scheduling (P&S) Section will:

2.1.1. Schedule and conduct a pre-acceptance meeting 5 duty days prior to start of acceptance inspection. Attendees will include as a minimum; Applicable AMU production superintendent, 16 LSS/LGLOP, 16 Logistics Group Quality Assurance, 16 Equipment Maintenance Squadron production superintendent, 16 EMS/LGMMS, and

16th Component Repair Squadron production superintendent. Acceptance requirements will be coordinated at this meeting.

2.1.2. Perform comprehensive document review of aircraft within one duty of arrival.

2.1.3. Review records for discrepancies, update completed inspections and schedule any required Special Inspections, TCTO's and Time Changes to be completed during acceptance inspection.

2.1.4. Notify 16 LG/LGQ and 16 LSS/LGLOP of any discrepancies with aircraft records that may affect the acceptance inspection.

2.1.5. Notify 16 LSS/LGLOP of local date, time of takeoff and total airframe hours (prior to takeoff when home station aircrew delivers aircraft). If the losing organization or a neutral aircrew deliver the aircraft, provide the time of engine shutdown at Hurlburt Field and total airframe hours after shutdown (taken from AFTO Form 781J).

2.1.6. Schedule aircraft for tail flash painting, if required.

2.1.7. Annotate aircraft AFTO Form 95 with date aircraft returned and aircraft hours upon return.

2.2. AMCC will:

2.2.1. Monitor status of aircraft acceptance inspection. Notify appropriate units when inventories or equipment installation can be accomplished.

2.2.2. Notify 16 LSS/LGLOP of maintenance status, condition code, work unit code (as applicable) start and stop date and time of acceptance inspection for AFI 21-103 reporting.

2.3. Appropriate work centers will:

2.3.1. Schedule/perform MH-53J build-up, if required.

2.3.2. Perform the next required aircraft inspection in conjunction with a review of AFTO Form 345.

2.3.3. Review Programmed Depot Maintenance (PDM) work contracts/packages and inspect area worked during PDM to ensure contractual compliance.

2.3.4. If possible, perform operation check on all new or modified systems.

2.3.5. Notify 16 LG/LGQ of all major and critical discrepancies found.

2.4. 16 EMS/LGMM:

2.4.1. Perform -21 AME inventory utilizing AF Form 2691, AF Form 2692, and AFSOC Form 31. Notify 16 LG/LGQ and applicable squadron scheduling of all inventory discrepancies.

2.4.2. Accomplish required inventory. Deliver removed equipment, update inventory list, and annotate AFTO Forms 781A.

2.4.3. Forward completed inventory list to 16 LG/LGQ no later than one day after inspection is completed.

2.5. 16 LG/LGQ will:

2.5.1. Perform a Weight and Balance inventory and update records as required. Provide a final inventory copy to squadron P&S section.

2.5.2. Evaluate critical and major defects found during acceptance inspection. Prepare and forward report of findings to losing organization IAW T.O. 00-35D-54.

2.6. 16 EMS/LGMFE will:

2.6.1. Inspect all interior and exterior surfaces for corrosion damage, proper coating application and marking placement. All aircraft returning from depot will require particular attention to all areas worked due to corrosion damage and structural maintenance. Ensure proper finish and treatment of all affected areas.

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